



# INDIANA DEPARTMENT OF TRANSPORTATION

## DRIVING INDIANA'S ECONOMIC GROWTH

### Design Memorandum No. 08-11 Technical Advisory

May 30, 2008

**TO:** All Design, Operations, and District Personnel, and Consultants

**FROM:** /s/ Anthony L. Uremovich  
Anthony L. Uremovich  
Design Resources Engineer  
Production Management Division

**SUBJECT:** Project Field Office

**REVISES:** *Indiana Design Manual Section 14-1.02(03)*

**EFFECTIVE:** September 4, 2008, Letting

Online editable document Summarization 14-1C, Contract-Preparation Documents to Contract Administration Division, has been revised due to changes in the requirements for a project field office and related equipment. The project manager will work with the district Office of Construction to obtain this information. Once it is known, and Summarization 14-1C is otherwise complete, the project manager will forward it to the designer.

The designer should incorporate the field-office-related pay items and quantities into the estimate of quantities and cost estimate. Recurring Special Provision 628-R-552, attached hereto, should be called for. Such documents should be included with the Final Tracings submission.

The code numbers and pay-item names are listed below. The pay unit for all items is MOS.

628-09401	Field Office, A
628-09402	Field Office, B
628-09403	Field Office, C
628-09404	Field Laboratory, A
628-09405	Field Laboratory, B
628-09406	Field Laboratory, C

628-09407	Field Office Computer System, Additional
628-09408	Mobile Laptop Computer System
628-09409	Mobile Internet Service

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Attachment

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